



# Business License Application Process

Each applicant follows one of the these two paths

## Businesses Requiring Construction or Remodeling

Any new or existing business requiring construction or remodeling. Modifications include, but are not limited to, tenant improvements such as new floor plan, new rooms, new walls, lighting, plumbing, faucets, sinks and the like.



**Application Process and Fees**



### Plan Review

ANY OR ALL, IF APPLICABLE

- Planning (562) 570-6194
- Building (562) 570-6651
- Fire (562) 570-2500
- Health (562) 570-4132
- Water (562) 570-2300
- Public Works (562) 570-6383
- Redevelopment (562) 570-6615
- Utilities (562) 570-5700



**Construction Permits**



**Final Sign-off**



**Receive License**

## Businesses Not Requiring Construction or Remodeling

Any new or existing business that require no construction or remodeling of any kind.



**Application Process and Fees**



### Inspections

*determined by industry*

ANY OR ALL, IF APPLICABLE

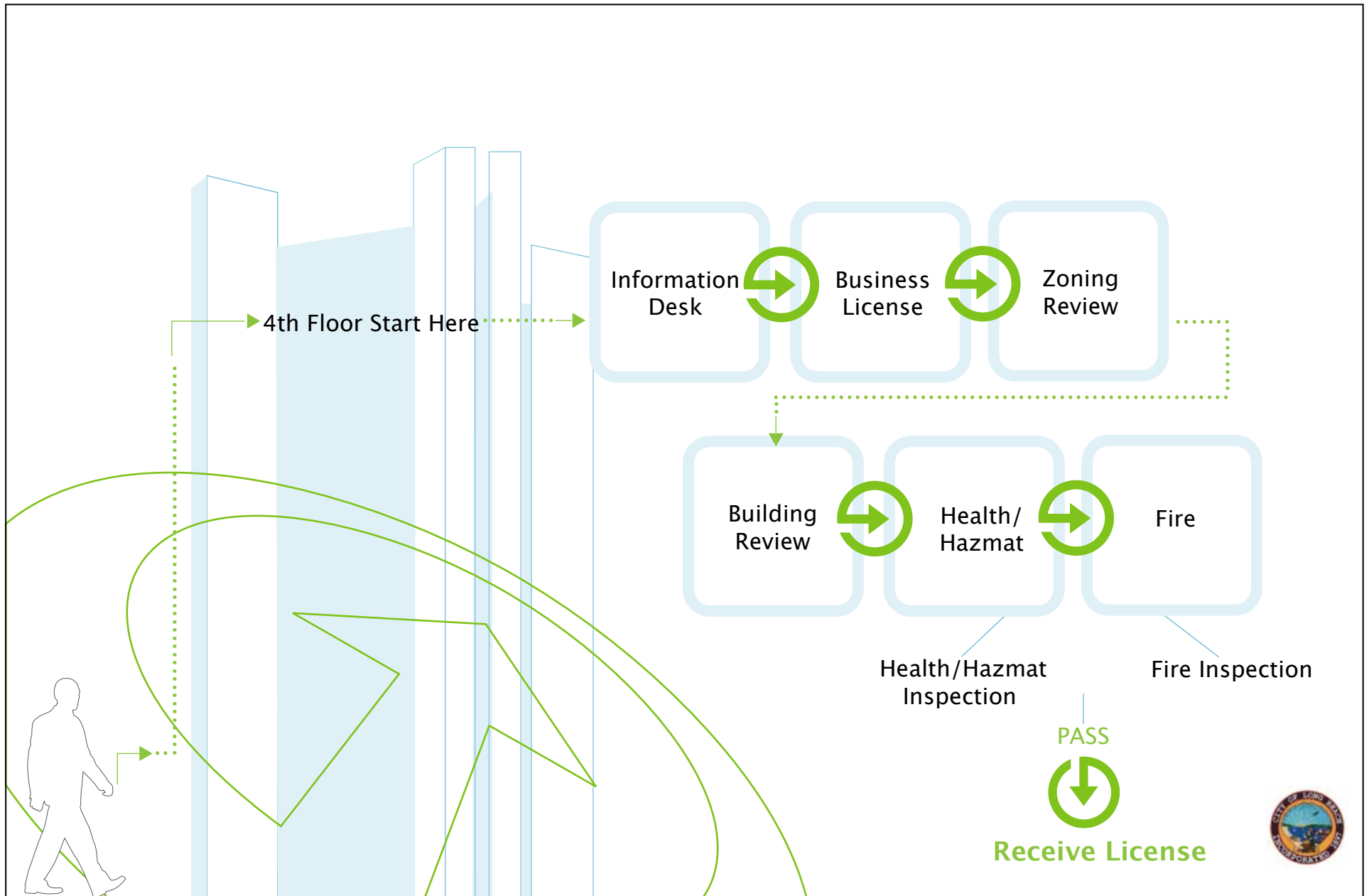


**Conduct Inspections**



**Receive License**







## Unique Businesses Business License Guide

Welcome to the Business License application process. You are one of thousands of entrepreneurs who recognize Long Beach as the prime business location in Southern California.

Applying for a business license starts here with the Business License guide. If, after reading the guide, you have additional questions, stop by the Development Services Center, 4<sup>th</sup> Floor, City Hall, to meet with one of our Business License experts.

This guide applies to businesses classified by the City as unique. Unique businesses are defined as:

Amusement Games / Machines	Display / Selling Booth (special event)	Peddling
Consignment	Farmers Market	Shoeshine Stand
Bed & Breakfast	Independent Contractor	Outdoor Sales Event
Billiards / Pool	Medical Transport	Pedicab
<a href="#">Booth Selling (special event)</a>	Mobile Food Vendor	Vehicle for Hire (taxi, limo, etc.)
Bowling	Movie / Live Theater	Vehicle Rental Agency

### Application Submittal

- Fill out completely a Business License Application available
  - ➔ In person – Development Services Center, 4<sup>th</sup> Floor, City Hall, 333 W. Ocean Blvd. or
  - ➔ Online – download and print – [Business License Application](#)
- Fill out individual Business License Applications for separate businesses at one location
- **Submit your completed application(s) in person at the Development Services Center**

### \$ Fees and Taxes

These fees are paid when you submit your Business License Application:

Amusement Games / Machines	\$534.53 per machine or event
Consignment	\$73.67 per space
Bed & Breakfast	\$320.70 plus \$16.65 per employee
Billiards / Pool	\$118.77 per table
<a href="#">Booth Selling (special event) APPLICATION</a>	\$47.48 per booth per day
Bowling	\$118.77 per lane
Display / Selling Booth (special event)	\$2.37 per booth
Farmers Market	\$71.26 per stall / booth
Independent Contractor	\$196.68 plus \$16.65 per employee
Medical Transport	\$118.76 per vehicle
Mobile Food Vendor	\$403.87 per vehicle
Movie / Live Theater	\$0.71 per seat





## Unique Businesses Business License Guide

Peddling	\$118.77 per day or \$1,187.71 per year
Shoeshine Stand	\$118.77 per stand
Outdoor Sales Event	\$3,563.59 plus \$2.37 per space
Pedicab	\$213.82 per pedicab plus \$19.18 each additional
Vehicle for Hire (taxi, limo, etc.)	\$451.42 per vehicle
Vehicle Rental Agency	\$118.77 per vehicle

### Approvals and Inspections

The Development Services Center staff will determine if you need a building inspection; this decision is based upon the type of business you operate. These following fees are paid when you submit your Business License Application:

Zoning Investigative fee	\$14.00
Building Bureau Application Review fee	\$39.83
Hazardous Material Permit	TBD*
Fire Inspection fee	\$159.30*

Other fees may apply.

\* Health and Fire departments will inform you of their fees, which are determined by your type of business. Building Bureau will inform you of any fees in addition to the Plan Review fee.

### Additional Materials

#### [Fire Department Inspection Requirements](#)

Call the Health Department at 562-570-4133 to receive a permit application





## Who Does What

### Building Bureau

(562) 570-6651

- Building
- Electrical
- Hazardous use - welding/occupancy
- Lift and equipment
- Mechanical
- Pollution discharge elimination system
- Plumbing
- Water quality (NPDS- National)

### Business License

(562) 570-6211

- Business License Information

### Fire Department

(562) 570-2500

- Certificates for fire suppression
- Chemical storage
- Exiting
- Extinguishers
- Hazardous use - welding/occupancy
- Occupancy
- Spray booth fire suppression system
- Sprinklers
- Storage

### Gas and Oil Departments

(562) 570-2000

- Location of Pipes
- Size of Meters
- Supply

### Health/Food

(562) 570-4132

- Chemicals
- Fixtures
- Food handling
- Hot water
- Refrigeration
- Sanitations
- State mandates

### Health/Hazmat

(562) 570-4131

- Disposal and storage of hazardous materials
- Documentation
- Emergency plans
- Hazardous waste generators
- Noise

### Planning Bureau

(562) 570-6194

- Parking
- Signage
- Various permits - conditional use
- Zoning

### Police Department

(562) 570-5219

- Alcohol
- Entertainment
- Massage

### Public Works Department

(562) 570-6383

- Condition of curbs, gutters & sidewalks
- Right of way
- Street trees
- Traffic engineering

### Water Department

(562) 570-2300

- Backflow prevention
- Grease interceptors
- Sewer
- Size of meters
- Water supply

